



Michigan Supreme Court

State Court Administrative Office

Trial Court Services Division

Michigan Hall of Justice

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MEMORANDUM

DATE: January 5, 2006

TO: Circuit Court Administrators
District Court Administrators/Clerks
Probate Registers
System Providers
Authorized Users of the Counsel Appointment System

cc: SCAO Regional Administrators

FROM: Laura Hutzel
Research and Policy Analyst

RE: Annual Counsel Appointment Reporting

On October 10, 2005, I distributed a memorandum outlining the amendments of MCR 8.123 regarding counsel appointment reporting. Courts should follow the amended court rule when electronically submitting annual reports for 2005. These reports are due by February 15, 2006.

Additional resources are available on-line. The updated *User Guide and Specification* is available at: <http://courts.michigan.gov/mcap/Downloads/CAS/User%20Guide%20and%20Specification.pdf>. The updated *File Format for the Submission of Electronic Counsel Appointment Data* is available at: <http://courts.michigan.gov/mcap/Downloads/CAS/File%20Format.pdf>.

If you have any questions, please contact Lili Marchlewicz at 517-373-5538 or marchlewiczl@courts.mi.gov.

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